

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Sr. Administrator
Grants Acquisition

Date: September 5, 2000

Position Grade: 11

FLSA Status: Exempt

Class Code: 11-5

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Primary function is to secure grants for Monroe County. Work with County officials to identify needs, identify funding sources, collect pertinent information, disseminate to appropriate entity, assist in proposal preparation and submission, and work with funding agencies to obtain grants. Will work closely with the County Administrator.

KEY RESPONSIBILITIES

1. Consult with departments, agencies and individuals and discuss funding sources, analyze competitiveness, establish proposal(s) time lines.
2. Assist with Program Implementation.
3. Provide resources (reports, articles, statistical data) to departments, agencies and individuals.
4. *Work with the County's Washington, D.C. and Tallahassee, Florida lobbyists to obtain funding.
5. Attend meetings and conferences related to grant opportunities and strategies for obtaining funds.
6. *Research funding sources via Internet and CFDA software and other sources, compile data, disseminate to appropriate entity.
7. *Create grant proposals to address county issues, provide technical assistance and review (edit) other proposals.
8. Assure that grant administration and record keeping comply with grantor requirements and Monroe County policies.
9. Schedule, attend and facilitate public meetings conducted for grant purposes.
10. Work with State and Federal Agencies to obtain funding.

***Indicates an essential job function**

Position Title: Sr. Administrator, Grants Acquisition

Job Code: 11-5

Position Grade: 11

KEY JOB REQUIREMENTS

Education: Bachelor's Degree required. Major(s) required: Public Administration; Business Management

Experience: 5 years to 7 years minimum amount of prior related work experience.

Impact of Actions: Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more division.

Complexity: Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

Decision Making: Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

Communication

with Others: Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.

Managerial

Skills: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

Working Conditions/

Physical Effort: Normal office situation; Works alone or closely with others; Typically sitting at a desk or table; Light lifting or carrying 25 lbs. Or less. Some Travel.

Other: Involves constant interaction with funding agencies. Must work with others to coalesce proper procedures.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____